

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011718	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 121 Shredding Services			
Start Time	Finish Time		
12/28/2020 00:00:00 CST	01/12/2021 14:00:00 CST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Eve Whittenburg  
**Phone:** 615/253-3000  
**Email:** eve.whittenburg@tn.gov

## Event Description

This event is to bid a three year contract with two one-year renewal options for Statewide Contract (SWC) 121 Shredding Services. The purpose of this SWC is to establish a purchasing vehicle for paper or printed media shredding services that ensures compliance with state and federal privacy laws and to mitigate risk to user agencies across the State by providing a program focused on safeguarding confidential information from being accessed and used for fraudulent purposes.

Solicitation Coordinator: Eve Whittenburg, Eve.Whittenburg@tn.gov; 615-253-3000

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <http://www.edison.tn.gov/> and click the link to the Supplier Portal Home Page. Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Internet Explorer and Firefox are the recommended browsers to access the Supplier Portal and bid on events. Google Chrome is not supported and should not be used. Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <http://www.edison.tn.gov> (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
How many days after receipt of purchase order will it take to deliver item(s)?		0		

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

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Event Round	Version		
1	1		
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SWC 121 Shredding Services			
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Question	UOM	Best	Worst	Response
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Please provide the brand and model names of the goods included in this bid:

Required: Yes Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

### Response Comments

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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1	1		
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### Response Comments

Question	UOM	Best	Worst	Response
Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.				

Required: Yes Mandatory ResponseNo

### Response Comments

Question	UOM	Best	Worst	Response
Please enter the number of days, from the bid opening date, after which your bid offer will expire:				

0

Required: Yes Mandatory ResponseNo

### Response Comments

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.				

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory ResponseYes

### Response Comments

Question	UOM	Best	Worst	Response

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011718	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
SWC 121 Shredding Services			
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12/28/2020 00:00:00 CST	01/12/2021 14:00:00 CST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

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Question	UOM	Best	Worst	Response
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The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Required: Yes Mandatory ResponseNo

### Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee

# Event Details (cont.)

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Event Round	Version		
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SWC 121 Shredding Services			
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12/28/2020 00:00:00 CST	01/12/2021 14:00:00 CST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

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system, the Tennessee board of regents system, or the State university boards;  
d) any private nonprofit institution of higher education chartered in Tennessee; and,  
e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

Required: Yes Mandatory ResponseNo

### Response Comments

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:  
List the Service Organizations Address:  
List the Area(s) in TN that the Service Organization will Service:  
List the Service Organizations Phone Number:  
List the Service Organizations Toll Free Number:  
List the Service Organizations Pager or Cell Phone:  
List the Service Organizations Fax Number:  
List the Service Organizations Email Address:  
List the Service Organizations Website:

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

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Event Round	Version		
1	1		
Event Name			
SWC 121 Shredding Services			
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Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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### Response Comments

Associated Terms:

#### Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	Version		
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Event Name			
SWC 121 Shredding Services			
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Please list the following for all licenses and permits required by federal and state law.

List the Type of License  
List the Name on the License  
List the License Number  
List the Expiration Date

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information:

List the Contract Administrator's Name  
List the Contract Administrator's Address  
List the Contract Administrator's Phone Number  
List the Respondent's Toll Free Phone Number  
List the Contract Administrator's Pager or Cell Number  
List the Contract Administrator's Email Address  
List the Respondent's Website

Required: Yes Mandatory ResponseNo

### Response Comments

The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011718	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
SWC 121 Shredding Services			
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### Response Comments

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Respondents must attach their completed Evaluation Model/Bid Pricing Document here.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**

### Response Comments

Will the respondent accept the State's Purchasing Card (P-Card) as a form of payment under the awarded Contract?

Required: Yes Mandatory ResponseNo

### Response Comments

Provide documentation that the product(s) meet all requirements outlined in the specifications as requested. See specifically Specification II.V. Certification Requirements.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**

### Response Comments



# Event Details (cont.)

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32110-0000011718	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
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SWC 121 Shredding Services			
<b>Start Time</b>	<b>Finish Time</b>		
12/28/2020 00:00:00 CST	01/12/2021 14:00:00 CST		

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## Line Details

**No Bid:** ☐

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:**

**Description:** See attached evaluation model

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011718	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 121 Shredding Services			
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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

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32110-0000011718	Sell	RFx	11
Event Round	Version		
1	1		
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SWC 121 Shredding Services			
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## Appendix A - Line Specifications

**Line:** 1    **Item ID:**    **Line Qty:** 1    **UOM:** Each  
**Description:** See attached evaluation model

### Item Specifications

<b>Manufacturer:</b>		
<b>Mfg Item ID:</b>		
<b>Item Length:</b>	0	<b>Item Height:</b> 0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>
<b>Item Volume:</b>	0	<b>Volume UOM:</b>
<b>Item Weight:</b>	0	<b>Weight UOM:</b>
<b>Item Size:</b>		<b>Item Color:</b>

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>
<b>Quantity:</b>	1	
<b>Due Date:</b>	01/17/2021	
<b>Freight Terms:</b>		
<b>Ship Via:</b>		

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011718	Sell	RFx	12
Event Round	Version		
1	1		
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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016